



Gridiron Insurance Underwriters, Inc.  
261 N. University Dr. Suite 510  
Plantation, Florida 33324  
(954)331-3000

**Gridiron Insurance Underwriters Producer Package**

Gridiron Insurance Underwriters, Inc. (Gridiron) is a surplus lines agency representing many fine companies and doing business in 47 states. We pride ourselves on developing relationships with our agency partners and we are pleased that you have chosen us as your partner.

Please complete the following forms enclosed herein and return them to Gridiron at your earliest convenience.

**Producer Package Checklist**

<b>Producer Agreement</b>	<b>Required: Agency name and date signed at the top, signature where indicated</b>	
<b>Producer Profile</b>	<b>Be sure to list all agency contacts and email addresses</b>	
<b>W-9 Form</b>	<b>Required: Legal name and dba (if applicable) address, FEIN – only one #, signature and date</b>	
<b>Current E&amp;O Declaration</b>	<b>Dec pages or certificate</b>	
<b>Copy of Agent Licenses</b>	<b>All current Producer licenses including non-resident licenses</b>	

Thank you again for choosing Gridiron. Call Gridiron today and let us assist you in becoming a successful partner!

Please complete and return documents by email to [info@gridironins.com](mailto:info@gridironins.com).



# PRODUCER AGREEMENT

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Gridiron Insurance Underwriters, Inc. ("Gridiron") and \_\_\_\_\_ (licensed insurance agent(s) and/or broker(s) of \_\_\_\_\_ in the state of \_\_\_\_\_, hereinafter referred to as Producer.

Witnessed, in consideration of Gridiron, placing risks occasionally hereinafter for Producer with an insurer(s), and mutual promises and covenants hereinafter set out, it is agreed as follows.

1. This agreement shall apply to current insurance contracts already placed and in force at the date hereof and all future insurance contracts which may be placed by Gridiron, on behalf of the Producer.
2. No insurance contract may be returned to Gridiron by Producer for flat cancellation unless it is returned and received prior to the effective date of the contract. Earned premium shall be computed and charged on every contract canceled after the effective date in accordance with the cancellation provisions of such contract.
3. Any taxes applicable to any contract of insurance placed with an insurer, which are not recoverable, are fully earned from the inception date of the insurance, and in case a portion of the premium shall be returned by reason of cancellation either on behalf of the insured or the company or by reason of reduction of premium, no amount shall be returnable in respect of such taxes until and unless such taxes have been, in fact, recovered by Gridiron and the amount to be returned shall in no event exceed the amount so recovered.
4. Producer is responsible for Twenty Five Percent (25%) of the premium upon binding. The full amount of premium, fees and applicable state taxes, less commission is due to Gridiron not later than the 10<sup>th</sup> day of the first (1<sup>st</sup>) month after the effective date of such contract, audit, rating plan, or other adjustment.
5. In the event that an additional premium shall be due under an insurance contract as a result of a policy audit, which results in an increase in premium due for an insurance contract, the Producer will make all reasonable efforts to collect amounts due. Producer will be relieved of responsibility for premium, so adjusted or determined, if Producer notifies Gridiron in writing within 20 days after the invoice date, stating that Producer has made diligent efforts and is unable to collect such premiums and, provided the insurer releases Gridiron of liability for such premium. Failure to give Gridiron timely notice shall constitute Producers acceptance of responsibility to pay such premiums. If commission applies to these adjustments, none will be allowed to Producer on premium collected directly by Gridiron or insurer under this provision.
6. Gridiron will use its best efforts to give the Producer reasonable advanced notice of the expiration of all policies, but failure of Gridiron to provide such notice will not render Gridiron liable.
7. The furnishing of promotional materials, including, but not limited to applications, rate schedules, brochures, or any other material by Gridiron, to the Producer does not create or imply an agency relationship or binding authority between Gridiron and the Producer.
8. No Producer has authority to assign or adjust any losses on behalf of Gridiron or its companies. All claims are to be immediately reported directly to Gridiron for assignment and handling.
9. Producer acknowledges it is not the agent of, and has no authority to bind Gridiron or any of its principals or insurer(s). Producer warrants it is the agent of the insured and acknowledges Gridiron bears no agency or fiduciary responsibility to the insured.
10. This agreement may be canceled at any time by written notice of either party to the other, but said cancellation shall not alter in any way the continued application of this agreement to insurance contracts effected prior to the date of such cancellation.
11. Any amendment to this agreement shall be made only with the written consent of both parties and attached hereon through addendum.

In witness whereof, the parties hereto have set their hands and seals this day and year first above written.

**Agency:**

Agency Principal \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Witness \_\_\_\_\_

**Gridiron Insurance Underwriters:**

Agreement accepted and effected:  
 Date \_\_\_\_\_  
 By \_\_\_\_\_  
 For Gridiron Insurance Underwriters, Inc.

**Contact us:**  
**Tel: 954-331-3000**  
**info@gridironins.com**



Gridiron Insurance Underwriters, Inc.  
261 N. University Dr. Suite 510  
Plantation, Florida 33324  
(954)331-3000 Toll Free (888)-365-7701

Agency Name:
Physical Address:
Mailing Address:
Telephone:
Fax:
Email statements to:

CONTACTS		
Name	Title	Email Address

Please email all completed documents to [info@gridironins.com](mailto:info@gridironins.com)  
Thank you for your cooperation.  
We look forward to doing business with you!

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.)	
City, state, and ZIP code	
List account number(s) here (optional)	

**ENTER ONLY ONE TIN AS  
 FILED WITH THE IRS FOR  
 THE AGENCY.**

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
<b>OR</b>
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## PROGRAM MANAGERS

PROGRAM	NAME	EMAIL	PHONE
Inland Marine	Jeff Graceffo – Director of Inland Marine	<a href="mailto:jgraceffo@gridironins.com">jgraceffo@gridironins.com</a>	954-331-3028
Inland Marine	Ryan Rogan – Underwriter	<a href="mailto:trrogan@gridironins.com">trrogan@gridironins.com</a>	954-331-3036
Inland Marine	Clayton Christie – West Coast Junior Underwriter	<a href="mailto:cchristie@gridironins.com">cchristie@gridironins.com</a>	954-331-3029
Inland Marine	Andrew Barry - Underwriter Assistant	<a href="mailto:abarry@gridironins.com">abarry@gridironins.com</a>	954-308-9294
Inland Marine	Karolina Nosal - Underwriter Assistant	<a href="mailto:knosal@gridironins.com">knosal@gridironins.com</a>	954-316-3202
Inland Marine	Matt Cox - West Coast Junior Underwriter	<a href="mailto:mbcox@gridironins.com">mbcox@gridironins.com</a>	954-331-3004
Inland Marine	Leylin Chaw – Underwriter Assistant	<a href="mailto:lchaw@gridironins.com">lchaw@gridironins.com</a>	954-308-9289
Property	Michael Lopez –Underwriter Assistant	<a href="mailto:mlopez@gridironins.com">mlopez@gridironins.com</a>	954-308-9292
Property	Sydney Bowles- Underwriter Assistant	<a href="mailto:sbowles@gridironins.com">sbowles@gridironins.com</a>	954-331-3035
Property	Luis Guillerme - Underwriter	<a href="mailto:luisg@gridironins.com">luisg@gridironins.com</a>	954-331-3050
Homeowners	Christian Ceballos – Junior Underwriter	<a href="mailto:cceballos@gridironins.com">cceballos@gridironins.com</a>	954-331-3037
Flood	Justin Lussier – Underwriter	<a href="mailto:jlussier@gridironins.com">jlussier@gridironins.com</a>	954-331-3039
Flood	Ricardo Munoz – Underwriter Assistant	<a href="mailto:rmunoz@gridironins.com">rmunoz@gridironins.com</a>	954-308-9288
Excess GL and NY Contractors	Timm Miller – Underwriter	<a href="mailto:tmiller@gridironins.com">tmiller@gridironins.com</a>	954-331-3033
Excess GL and NY Contractors	Stephanie Badiola - Underwriter Assistant	<a href="mailto:sbadiola@gridironins.com">sbadiola@gridironins.com</a>	954-331-3030
Contractors Plus	Donny DeMent- Underwriter	<a href="mailto:ddement@gridironins.com">ddement@gridironins.com</a>	954-308-9295
Contractors Plus	Liz Hendricks- Underwriter Assistant	<a href="mailto:lhendricks@gridironins.com">lhendricks@gridironins.com</a>	954-308-9297

## OPERATIONS

DEPARTMENT	NAME	EMAIL	PHONE
Accounting	Peggy Vidal – Director of Accounting	<a href="mailto:pvidal@gridironins.com">pvidal@gridironins.com</a>	954-331-3031
Compliance	Jason Green-Director of Operations	<a href="mailto:jgreen@gridironins.com">jgreen@gridironins.com</a>	954-331-3032
Policy Issuance	Natalie Legon- Operations Team Lead	<a href="mailto:nlegon@gridironins.com">nlegon@gridironins.com</a>	954-331-3005
Marketing	Paige Glasscock – Office Services Manager	<a href="mailto:pglasscock@gridironins.com">pglasscock@gridironins.com</a>	954-331-3038
Marketing	Dillon Mugge- Marketing Manager	<a href="mailto:dmugge@gridironins.com">dmugge@gridironins.com</a>	954-331-3003

## CLAIMS

### **Allianz/Interstate Policies:**

*Allianz Global Corporate & Specialty*

1-888-347-3428

[newloss@agcs.allianz.com](mailto:newloss@agcs.allianz.com)

### **All Other Product Lines:**

*Gridiron Insurance Underwriters*

954-331-3000

[claims@gridironins.com](mailto:claims@gridironins.com)

## LOSS RUNS

*Please send all requests to*

[lossruns@gridironins.com](mailto:lossruns@gridironins.com)

## PAYMENTS

All agents are on account current basis. Statements with current open invoices will be emailed directly from our ePay portal on the 1<sup>st</sup> and 20<sup>th</sup> of the month to the accounting contact.

Please direct any questions to [accounting@gridironins.com](mailto:accounting@gridironins.com)

### **ePay Policy Online Payments**

<https://gridironins.epaypolicy.com/>

Enter AGT ID (include AGT) and zip code for all active invoices to populate

- ACH option is free of charge
- Credit card fee is 3.25% ( Gridiron will not take on this fee)
- This is to only be used by a Gridiron producer – please do not have insureds pay through our portal

### **CHECKS**

Please make checks payable to: **Gridiron Insurance Underwriters, Inc.**

Please mail checks to:

#### **Regular Mail:**

Gridiron Insurance Underwriters, Inc.

P.O. Box 745646

Atlanta, GA 30374-5646

#### **Overnight:**

Bank of America Lockbox Services

Lockbox 745646

6000 Feldwood Road

College Park, GA 30349

## ONLINE PORTALS

<b>PROGRAM</b>	<b>NAME</b>	<b>WEB ADDRESS</b>
<b>Inland Marine</b>	Inland Pro	<a href="http://www.inlandpro.gridironins.com">www.inlandpro.gridironins.com</a>
<b>Excess GL</b>	Easy Excess	<a href="http://www.easyexcess.gridironins.com">www.easyexcess.gridironins.com</a>
<b>Flood</b>	Flood on Demand	<a href="https://floodondemand.azurewebsites.net">https://floodondemand.azurewebsites.net</a>
<b>Property</b>	Property on Demand	<a href="https://propertyondemand.gridironins.com">https://propertyondemand.gridironins.com</a>
<b>Contractors</b>	Contractors Plus	<a href="https://contractorsplus.azurewebsites.net">https://contractorsplus.azurewebsites.net</a>